

## ABSTRACT

In transmitting/receiving an E-mail with a file attached to it, the contents of the attached file is to be displayed in a reception terminal irrespective of the file format of a file attached to the E-mail, the image size or the maximum number of colors in displaying the file contents. To this end, the accommodating capability in a reception terminal is verified at step S12 based on a mail address in sending an E-mail with an attached file to a reception terminal at step S11. If the accommodating capability in the reception terminal is not matched to the attached file, the file is converted at steps S15, S17 in keeping with the accommodating capability of the reception terminal, and the E-mail is sent at steps S16 and S18 to S20 with the so-converted file attached to it.